



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

**JOB OPPORTUNITY BULLETIN: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
(EEO COORDINATOR)**

<b>SALARY RANGE:</b>	<b>SALARY RANGE: \$4,488 - \$5,618 per month*</b> <small><i>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i></small>
<b>TENURE/TIME BASE:</b>	<b>Permanent/Full-Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Equal Employment Opportunity Office (EEO)</b>
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

**DESCRIPTION OF DUTIES:**

The Sonoma Developmental Center has an immediate opening for an Associate Governmental Program Analyst (AGPA)/EEO Coordinator. This position is located within the facility Equal Employment Opportunity (EEO) Department. The AGPA in the EEO department reports directly to the Executive Director and is responsible for performing a wide variety of consultative and analytical staff services assignments including the following: Conducts discrimination complaint investigations applying state and federal equal employment opportunity (EEO) laws, rules, and regulations and makes recommendations to the Executive Director; prepares responses to complaints filed with compliance agencies (DFEH, EEOC, DHHS/OCR); acts as liaison between the facility, the Office of Human Rights, the Office of Legal Affairs and compliance agencies; conducts EEO management investigations; functions as the Chairperson of the facility Reasonable Accommodation Committee (RAC); provides consultation to employees and committees regarding disability issues (ADA Coordinator); serves as facility Limited Examination and Appointment Coordinator (LEAP); serves as a member of the Qualified Injured Workers' Committee; processes employee requests for reasonable accommodations; coordinates the activities of EEO Investigations and Counselors; provides training to staff; develops and provides EEO training at New Employee Orientation and Focus Trainings as requested and tailors to special requests and needs.

The AGPA serves as facility EEO Counselor; mediates resolution of informal discrimination complaints; provides exit interview processes to separating employees to identify issues and possible changes in personnel practices; consults with facility managers and supervisors regarding EEO issues and reports of discriminatory harassment (Discriminatory Harassment Report).

Other duties include review facility Requests for Personnel Action (RPA) to monitor for compliance with EEO policies; reviews selection interview questions and reviews selection processes; coordinates the monitoring of facility annual hiring goals and timetables with the facility recruiter and the Department of Developmental Services Office of Human Rights; develops and maintains discrimination complaint files and reasonable accommodation files and logs, [provides reports as requested. Coordinates the review and/or revision of facility EEO policies.

**WHO IS ELIGIBLE TO APPLY:**

Applicants must possess Civil Service Eligibility and meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status in the title section of the Employment Application (STD. 678). For more information on the qualifications, please visit the California Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov). The STD. 678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance. Applications will be reviewed and only the most qualified applicants will receive a selection interview. No faxed applications will be accepted.

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD.- 678) TO THE FOLLOWING:**

Sonoma Developmental Center  
Personnel Examination Department (Administration Building)  
P.O. Box 1493 (Please use for mailing)  
15000 Arnold Drive – Room #124  
Eldridge, CA 95431

(707) 938-6552 (Contact Dan Jones or Deana Castagnasso for questions specific to the essential functions of the position. Civil Service Eligibility will be determined by analysts in the Human Resources Department at Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.